

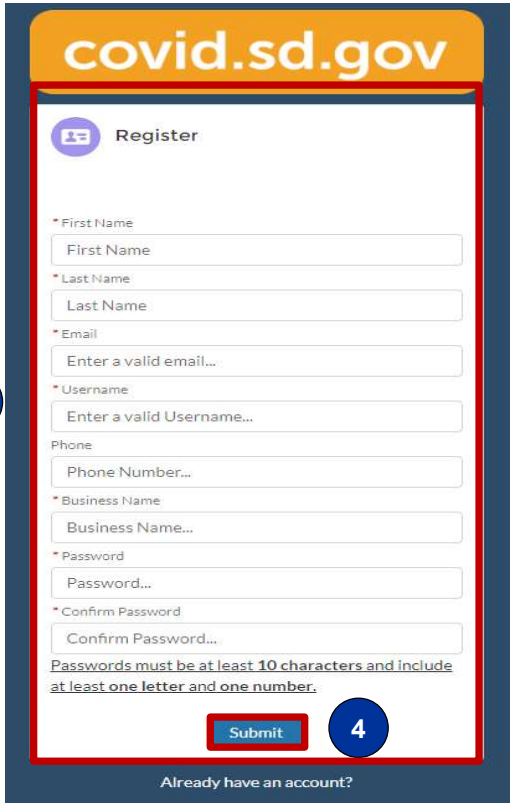




Requesting COVID-19 Relief for South Dakota Healthcare

<p>Receiving COVID-19 Relief Funds from the State of South Dakota is a simple online process. This document will help guide you through the steps to submit an application to request relief funding.</p>	<p>Steps to request COVID-19 Relief Funding:</p> <ol style="list-style-type: none"> 1. Self-register and login to the portal to answer application questions 2. Provide required documentation 3. Submit your application 4. Electronically sign Subrecipient Agreement <p>Resources available for assistance:</p> <p>Help line: (605) 937-7243 Open 8AM – 5PM central time Monday through Friday</p> <p>Email Healthcare Grants: COVID.HEALTHCAREGRANTS@state.sd.us</p> <p>https://covid.sd.gov/: For program communications, trainings, application, frequently asked questions</p>
<p>1. Go to the South Dakota COVID-19 website and click on Small Business & Healthcare Grants: https://covid.sd.gov/</p>	
<p>2. Click on Apply Now</p>	

Requesting COVID-19 Relief for South Dakota Healthcare

<p>3. Populate data on the Self-Registration screen.</p> <p>4. Click on Submit.</p> <p>IMPORTANT:</p> <ul style="list-style-type: none">• Business owners and providers with multiple TINs must complete one application for each TIN• Each application requires a unique registration and username• Applicants may create multiple usernames under the same email address. However, each username must be unique and must be in "email address" format: jsmith@example.com	
<p>5. Upon registering, you will receive a welcome email.</p>	
<p>6. Click on Healthcare</p>	

Requesting COVID-19 Relief for South Dakota Healthcare

- 7. Select and complete each section. As you complete a section, it will update to green indicating it has been completed. You can revisit completed sections and make updates as needed.
- 8. To upload Required Documentation, click on Add Files in the Files section.

The screenshot shows the 'HEALTHCARE PROVIDER APPLICATION' form on the SDGOV website. At the top is the SDGOV logo. Below it, the application details are shown: Application Number SA-0088, Application Status New, and Application Created Date 10/11/2020, 12:52 PM. A central column contains four orange buttons labeled 1 through 4: '1. Business Information', '2. Funding and Eligibility Information', '3. Document Uploads', and '4. Certifications and Authorizations'. A blue circle with the number 7 is placed to the left of this column. Below these buttons is a grey 'Submit' button. At the bottom of the form is a 'Files (0)' section with a table header (Title, Owner, Last Modified, Size) and an 'Add Files' button highlighted with a red box and a blue circle with the number 8.

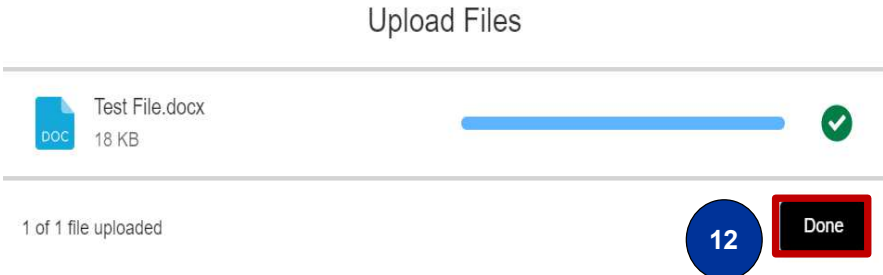
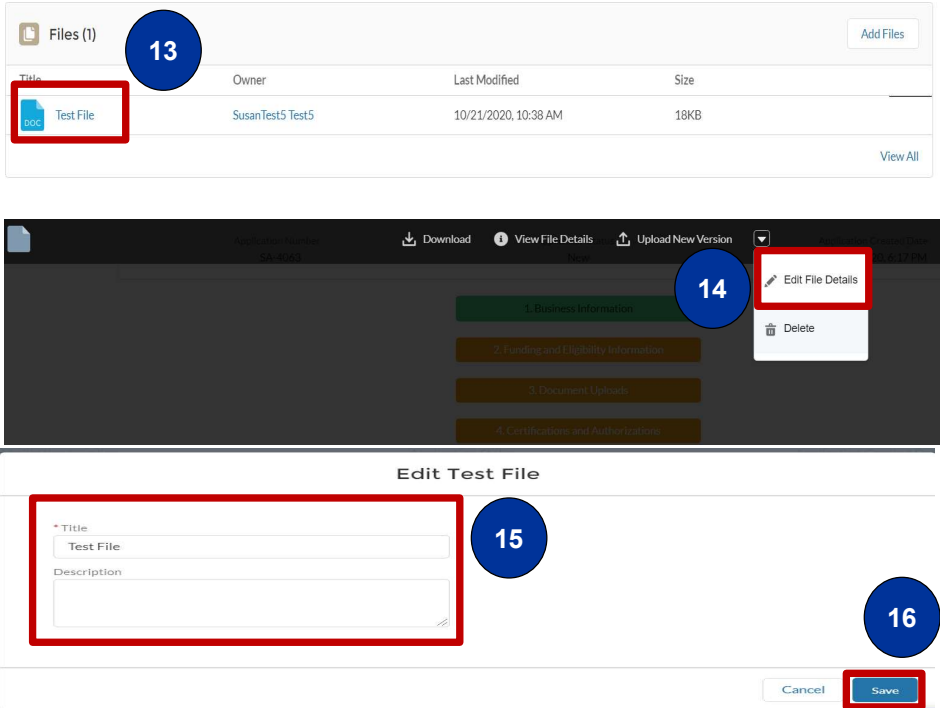
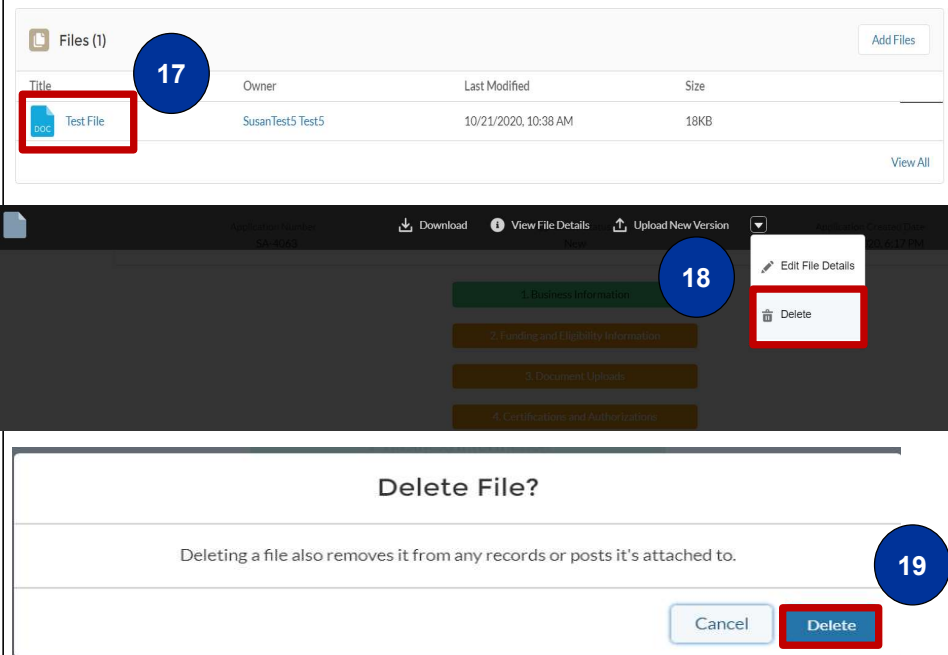
- 9. Click on Upload Files

The screenshot shows the 'Select Files' dialog box. On the left, there is a sidebar with a blue circle with the number 9 next to the 'Upload Files' button, which is highlighted with a red box. Below this are four filter options: 'Owned by Me', 'Shared with Me', 'Recent', and 'Following'. The main area on the right has a search bar labeled 'Search Files...' and a message: 'You don't have any files here. Try a different filter, or upload a file.' At the bottom, it says '0 of 10 files selected' and has 'Cancel' and 'Add' buttons.

- 10. Select the file you want to upload.
- 11. Click on Open or double click on the file. You can also select multiple files at once to upload.


The screenshot shows a Windows File Explorer window. The address bar shows the path 'This PC > Documents > Test'. The search bar contains 'Search Test'. The file list shows a single file named 'Test File' with a status of 'OK', a date modified of '10/11/2020 1:10 PM', and a type of 'Microsoft Word Doc...'. A blue circle with the number 10 is placed next to the 'Test File' entry, which is highlighted with a red box. At the bottom, the 'File name' field contains 'Test File', and the 'Files of type' dropdown is set to 'All Files'. The 'Open' button is highlighted with a red box and a blue circle with the number 11.

Requesting COVID-19 Relief for South Dakota Healthcare

<p>12. Once the file is successfully uploaded click on Done.</p> <p>Repeat the upload steps to upload all the required documents.</p>	
<p>13. If you want to Edit the name of the file or add a description, click on the file link.</p> <p>14. Click on the dropdown at the top of the page and select Edit File Details.</p> <p>15. Enter a new Title and/or add description information. Click on Save to save changes.</p> <p>16. Click Save</p>	
<p>17. To delete a file, click on the file link.</p> <p>18. Click on the dropdown at the top of the page and select Delete.</p> <p>19. Click on Delete to delete the file from your application.</p>	

Requesting COVID-19 Relief for South Dakota Healthcare

20. Once all sections have been completed and all required documents have been uploaded, click on Submit to submit your application.



HEALTHCARE PROVIDER APPLICATION

Application Number SA-0088	Application Status New	Application Created Date 10/11/2020, 12:52 PM
-------------------------------	---------------------------	--

1. Business Information

2. Funding and Eligibility Information

3. Document Uploads

4. Certifications and Authorizations

20

Submit

21. Once you submit your application, you will receive an email confirmation from SD COVID Healthcare Grants.



Hello Susan Test79,

Thank you for submitting your application to the South Dakota Healthcare Provider Grant Program.

Your application will be reviewed, and our review team will contact you if additional information or clarification is required.

21

Please monitor your emails and respond to questions as quickly as possible so we can keep your application moving through the review process. You can monitor the status of your application by logging in with the credentials used to submit your application.

Finally, please visit COVID.SD.GOV for relevant information including frequently asked questions, office hours, and other important announcements and status updates.

If you have any additional questions, you can reach our call center at: (605) 937-7243 from 8:00 am – 5:00 pm (CST) Monday – Friday.

Thank you!

Requesting COVID-19 Relief for South Dakota Healthcare

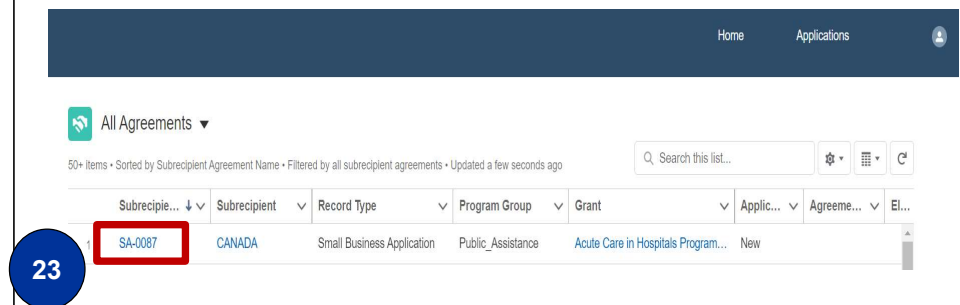
22. If you exit your application prior to submitting, you can log back into the portal and continue where you left off. Go to this URL and click on the Applications tab:

<https://sdcovidhelp.force.com/Grants/s/login/>

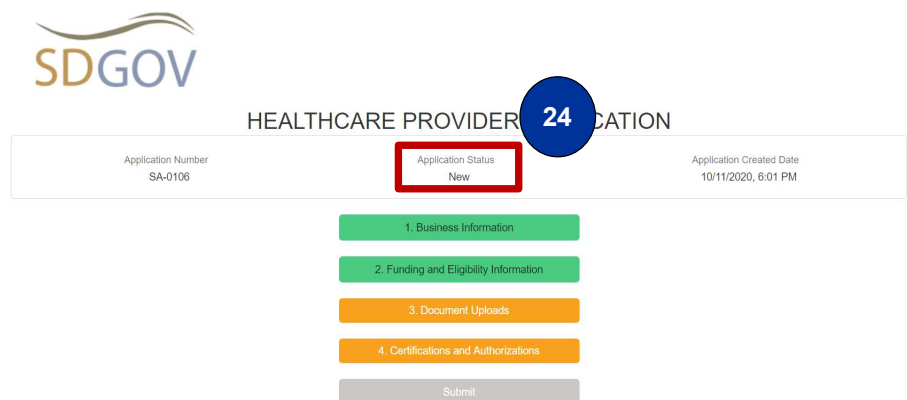
You can also follow these steps to check your application status once submitted.



23. Your application will be listed, click on the ID to open your application.



24. If your Application Status is set to New or Returned, you can make updates to your application sections and submit the application.



Requesting COVID-19 Relief for South Dakota Healthcare

25. If your Application Status is set to Submitted, you can access the sections to view but you cannot make updates.

Application Status:

New –Have not submitted

Submitted – Submitted & under review

Returned – Needs edits

Ineligible – Not eligible for funding

Application Sent for Final Review – Eligible for funding



SDGOV

HEALTHCARE PROVIDER APPLICATION

Application Number: SA-0105

Application Status: Submitted

Application Created Date: 10/11/2020, 4:47 PM

25

1. Business Information

2. Funding and Eligibility Information

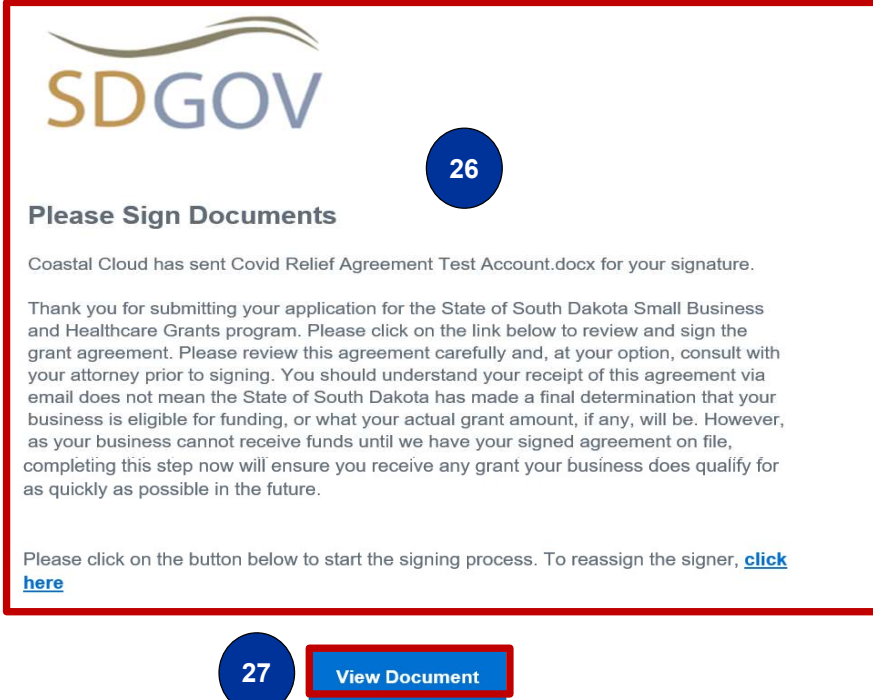
3. Document Uploads

4. Certifications and Authorizations

Submit

26. After you've submitted your application you will receive an email containing a link to your COVID Relief Agreement for signature.

27. Click on the View Document link to view and **SIGN** the Agreement.



SDGOV

26

Please Sign Documents

Coastal Cloud has sent Covid Relief Agreement Test Account.docx for your signature.

Thank you for submitting your application for the State of South Dakota Small Business and Healthcare Grants program. Please click on the link below to review and sign the grant agreement. Please review this agreement carefully and, at your option, consult with your attorney prior to signing. You should understand your receipt of this agreement via email does not mean the State of South Dakota has made a final determination that your business is eligible for funding, or what your actual grant amount, if any, will be. However, as your business cannot receive funds until we have your signed agreement on file, completing this step now will ensure you receive any grant your business does qualify for as quickly as possible in the future.

Please click on the button below to start the signing process. To reassign the signer, [click here](#)

27

View Document

Requesting COVID-19 Relief for South Dakota Healthcare

<p>28. While being reviewed, if edits are required for your application, you will receive an email with comments as to what needs to be edited. Log back into the portal following instructions above. Make any necessary edits and Submit your application again.</p>	<p>Dear Tyler Martin,</p> <p>Your application has been returned for rework. Please see the comments below for a list of missing information and/or clarification required for the State to continue reviewing your application. Your application will not continue in the review process until you provide all information requested. If you require additional assistance, please reach out to the Small Business & Healthcare Grants help line or send an email to the appropriate address:</p> <ul style="list-style-type: none"> • Businesses Grants: COVID.BIZGRANTS@state.sd.us • Healthcare Grants: COVID.HEALTHCAREGRANTS@state.sd.us <p>Insert Comments Here</p> <p>Thanks,</p> <p>State of South Dakota</p>
<p>29. After review, if you are deemed Eligible, you'll receive an email indicating you are eligible. The status on the portal will be updated to "Application Sent for Final Review".</p>	<p></p> <p>Hello Tyler,</p> <p>Thank you for submitting your application for the State of South Dakota Small Business and Healthcare Grants program. You are receiving this email because your application has been determined to be complete and has been advanced for final review. Please note, final review requires a comparison of your application with all other applications to determine your application's pro-rata percentage of overall need. In the event this final review determines your pro rata share of grant funds available would be less than the State's threshold, your application will not be eligible for final approval. There is no action required from you at this time. You will be sent an additional communication once a final assistance amount and final approval for your application have been determined.</p> <p>Thank you,</p> <p>State of South Dakota</p>
<p>30. After review, if you are deemed Ineligible, you'll receive an email indicating you are ineligible. The status on the portal will be updated to "Ineligible".</p>	<p></p> <p>Dear Tyler Martin:</p> <p>Thank you for your application to the South Dakota Small Business or Healthcare Support Grant Program on behalf of Tyler's Test Account. After a careful review of your application and the materials you provided, our team has determined that your business does not meet the eligibility requirements for assistance from the South Dakota COVID Relief Fund. This determination is final. All business information you submitted as part of your application will continue to be held in confidence before being destroyed in accordance with South Dakota law.</p> <p>If you signed a COVID Relief Fund Agreement after submitting your application, this decision and notice that your business is not eligible for assistance means that Agreement is now terminated. Neither you nor the State of South Dakota has further obligation under that Agreement. If you received but did not yet sign a COVID Relief Fund Agreement, please understand any proposed Agreement connected with your application is hereby withdrawn. Please do not attempt to sign the Agreement, as doing so will not create an obligation on the part of the State of South Dakota to provide assistance to your business.</p> <p>Sincerely,</p> <p>The State of South Dakota</p>